

G.R.E.A.T. Frequently Asked Questions

General Information

Q: What is the CFDA (Catalog of Federal Domestic Assistance) number for the G.R.E.A.T. Program?

A: The CFDA number for the G.R.E.A.T. Program is 16.544. The CFDA number is always available in Box 10 of the Application for Funding (SF-424).

Reporting

Q: What reports am I required to file during the term of my G.R.E.A.T. grant?

A: Every G.R.E.A.T. grantee is required to file quarterly Financial Status Reports (SF-269s) (<http://grants.ojp.usdoj.gov/>) beginning with the start date of the grant project period/budget period. In addition, each grantee must file an annual Progress Report that provides detailed information regarding the implementation of G.R.E.A.T.-funded programs and projects; success of the projects; number of students/families served by the grant funded projects; etc. The annual Progress Report must be filed for each full or partial 12-month period of the grant, including any extensions.

Q: Since we did not get our grant until September 2004, is my agency required to submit quarterly SF-269 reports for the first half of the grant period?

A: Every grantee must file a quarterly SF-269 for every quarter, beginning with the 1st quarter of the grant period. All FY 2004 G.R.E.A.T. grants have a Project Start date of January 1, 2004; therefore, every grantee must file quarterly SF-269 reports for January 1, 2004 through March 31, 2004 and April 1st through June 30th. ***Each quarterly SF-269 should accurately reflect actual funds expended on the agency's G.R.E.A.T. projects during the calendar quarter covered by the report.***

Future quarterly financial status reports must be filed within 45 days of the last day of each calendar quarter.

Q: Must my agency/jurisdiction file quarterly SF-269 reports for the first 2 quarters if there was no grant funds expended?

A: Yes. Every grantee must file these reports regardless of whether or not any grant funds were expended. If no grant funds were expended during a particular quarter, Column II – Current Period expenditures will reflect all zeros.

Q: In addition to the quarterly Financial Reports, are there any other reports that need to be filed for my FY 2004 G.R.E.A.T. grant?

A: Every FY 2004 G.R.E.A.T. grant recipient will need to file a Progress Report, covering the first year of the grant, no later than February 15, 2005. Grantees who request an extension on their grant will also need to file a Final Progress Report within 45 days of the end date of their grant.

Q: How do I submit my Progress Reports?

A: Special instructions for submitting the Progress Reports will be available on the BJA/G.R.E.A.T. web page in early January 2005.

Receipt/Drawdown of Funds

Q: I received notification of my award some time ago, but have not as yet received any funds. What must I do to receive/drawdown my G.R.E.A.T. funds?

A: Each grantee must complete the following steps before they are able to drawdown any federal G.R.E.A.T. funds:

1. Accept their award—print the award from the GMS and have the Authorized Representative sign the award document and initial each of the Special Condition pages.
2. Fax the signed Award and Special Condition pages to 202-616-5962.
3. Submit quarterly financial reports (SF-269s) for each quarter since the start date of the grant.
4. Submit an ACH/Vendor Enrollment form (electronic funds transfer form) to the Office of Justice Programs (OJP), Office of the Comptroller (OC) or confirm that your agency/jurisdiction has a current ACH form on file with OC. Confirmation of your current ACH form and the information it contains can be made by calling 1-800-458-0786, Option 2, the OC Customer Service Center Help Desk.
5. Follow the instructions contained in the drawdown/PAPRS instructions you received from OC. (Note: The drawdown/PAPRS packets were all mailed by Friday, October 1, 2004.)
6. Follow the instructions in the draw down/PAPRS packet.

Q: I have not received my packet of information telling me how to drawdown my funds. What should I do?

A: Contact the OC Customer Service Help Desk at 1-800-459-0786, Option 2, for assistance.

Q: Do I need to send my expenditure back-up documentation to BJA?

A: No. You only need to file quarterly financial reports in order to drawdown funds. All documentation for expenditures must be maintained for a period of no less than 3 years after you receive notification that the grant is officially closed.

These records must be made available to any BJA employee, upon request.

Grant Extensions

Q: My agency did not expend any funds prior to September 2004, because we were concerned about not receiving a grant. My grant ends on December 31, 2004, and we anticipate having funds left. What can we do?

A: Every FY 2004 G.R.E.A.T. grantee may request an extension between November 22nd and December 15th. Grantees should only request an extension if they anticipate having a substantial amount of funds remaining on December 31, 2004.

Q: How does my agency request an extension on my FY 2004 G.R.E.A.T. grant?

A: Extensions on the FY 2004 G.R.E.A.T. grants can be requested by sending an e-mail to AskGREAT@ojp.usdoj.gov. The request must contain the following information:

Your Award #

Grantee Name and State

Length of extension (**only** 3- and 6-month extensions will be granted)

Approximate amount of funds that will remain unexpended as of 12/31/2004

How the unexpended funds will be used to support the G.R.E.A.T. program during the extension (e.g., travel funds to send two officers for G.R.E.A.T. Officer Training; incentive supplies for students and graduation party supplies)

Q: How will I know if my request for an extension is approved?

A: Grant Adjustment Notices (GANs) will be issued confirming approval of the extension and showing the revised end date for the grant. The GANs will be mailed to the grantee name and address, as listed in Box 1 of your official Grant/Award document. The GAN should be maintained as part of your permanent grant records.

Q: If my agency receives an extension on the FY 2004 G.R.E.A.T. grant, will it impact our receipt of funds in 2005?

A: An extension on a grant will not preclude your agency/jurisdiction from receiving future year funds, but any FY 2005 grant would begin on the day after the current grant ends and would be considered a “continuation.”

Budget Modifications

Q: Do I need to contact BJA every time I want to expend any of the FY 2004 G.R.E.A.T. funds?

A: No. If an item or expense is part of your approved budget, there is no need to contact BJA for approval to purchase items or expend funds on projects that are part of the approved budget.

Q: If I want to use FY 2004 G.R.E.A.T. funds for items or expenses that are not part of my approved budget, what must I do?

A: To submit a Budget Modification request or to request authorization to expend funds on an item that was not listed in your approved budget, send an e-mail to AskGREAT@ojp.usdoj.gov. For a budget modification, you will need to provide, in column format, the current/approved budget; the changes and the revised budget. You must also explain why these changes are necessary and how they will benefit your G.R.E.A.T. project.

For authorization to expend funds for an item not currently listed in the budget, explain in the e-mail the purpose of the expenditure and how it will benefit the G.R.E.A.T. project.

Q: Does my request for a Budget Modification need to be submitted in a particular format?

A: Yes. All Budget Modification must be submitted in a standard format. An example of the correct format can be found at www.ojp.usdoj.gov/BJA/grant/GREATbudmod.pdf.

Other Grant Changes

Q: My agency’s “Authorized Representative,” as listed on the official grant /award document is no longer employed here. How do I notify BJA of the change?

A: To change the Authorized Representative for any grant, you must submit a letter, on agency/jurisdiction letterhead, providing the name and e-mail address for the person who is serving as the new Authorized Representative. The letter must include your grant/award number.

Training

Grant Management Training

Q: Will Grant Management Training be conducted for FY 2004 grantees?

A: There will be no Grant Management Training for FY 2004 G.R.E.A.T. grantees. With the delayed release of awards in 2004, there was not sufficient time to schedule such training before the end date for the grants.

Q: My agency needs to send officers to G.R.E.A.T. Officer training. How do we apply for the training?

A: For information pertaining to G.R.E.A.T. Officer Training (G.O.T.), review the information available on the G.R.E.A.T. web page (www.great-online.org/greatofficertraining.htm)

Q: Can G.R.E.A.T. grant funds be used to send officers for training?

A: Yes. G.R.E.A.T. grant funds can be used to send officers to any of the G.R.E.A.T. Officer Training (G.O.T.) courses. The courses are tuition **free** and BJA pays for trainee lodging. Grantees are responsible for travel and per diem costs. Travel and per diem costs may be paid for out of G.R.E.A.T. grant funds, providing your agency has allocated funds to the "Travel" cost category or you request a Budget Modification to move funds into the "Travel" cost category to cover such costs, prior to incurring the costs.